

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

No. 73, Port Blair, Thursday, February 24, 2011

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION

SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 24<sup>th</sup> February, 2011

No. 72/2011/F. No 1-27/2010-UD.—Whereas the draft Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2010 was published in The Daily Telegrams in its issue dated 13.10.2010 inviting suggestions/objections from those likely to be affected before the final publications of the said Recruitment Rules, giving a period of 30 days for filing suggestions and objections.

AND, WHEREAS, suggestions received from various quarters have been examined and given due consideration.

NOW, THEREFORE, in exercise of the powers conferred under Sub-Section 2(a) of Section 203 of the Andaman and Nicobar Islands (Municipal) Regulations, 1994 and in supersession of earlier Recruitment Rules framed to this effect and of all other powers enabling him in this behalf, the Lieutenant Governor, A&N Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of Lower Grade Clerk and Tax Collector borne in the establishment of PBMC, Port Blair with immediate effect, namely:-

**1. Short title and commencement :-**

- (i) These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. No. of posts, its classification and the scale of pay :-**

The number of posts, classification and the scale of the pay attached thereto shall be specified in paras 2, 3 & 4 of the Schedule-I & II annexed hereto.

**3. Method of recruitment, age limit, qualifications :-**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be specified in paras 5 to 15 of the Schedules annexed hereto.

**4. Disqualification:-**

No person,

- a. Who has entered into or contracted a marriage with a person having a spouse living;

OR

- b. Who, having spouse living, has entered into or contracted a marriage with any person(s),

shall be eligible for appointment to the said posts:

Provided that the Lt. Governor (Administrator), A & N Islands, may if, satisfied that such marriage is permissible under the personal law, applicable to such person and the other party to the marriage or there are other grounds for so doing exempt any person from the operation of these rules.

**5. Power to relax:-**

Where the Lt. Governor (Administrator), A&N Islands is of the opinion that it is necessary or expedient to do so, he may by order, for reasons to be recorded in writing and, if necessary relax any of the provisions of these rules, with respect to any class or category of person(s).

**6. Saving :-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Genl. (Retd.) Bhopinder Singh**  
Lieutenant Governor (Administrator),  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,  
Andaman & Nicobar Islands.

Sd./-  
**(Molly Thankachan)**  
Assistant Secretary (UD)

---

**SCHEDULE – I****RECRUITMENT RULES FOR THE POST OF LOWER GRADE CLERK IN  
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of post	<b>Lower Grade Clerk</b>
2.	No. of posts	37 posts 2011* *Subject to variation dependent on workload
3.	Classification	Group “C” (Municipal Services)
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under the Municipal Council Pension Rule, 1992 ?	Not applicable
7.	Age limit for direct recruits	Between 18-33 years for Male and 18-38 years for Female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> - The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/applications from candidates.
8.	Educational qualifications for direct recruitment	<b>Essential:</b> 1. Pass in Senior School Certificate Examination (XII <sup>th</sup> Std.) from a recognized Board. 2. Should qualify in a Written Test to be conducted by the Council or authorized Recruitment Agency. 3. A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter (or) 4. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word) <b>Desirable:</b> Computer Education
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No EQ : Yes
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	90% by direct recruitment and 10% by promotion
12.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	<b>Promotion:</b> From amongst Group ‘C’ employees of the Council in the scale of pay of PB-1 Rs.5200-20200 with Grade Pay Rs.1800 possessing the educational qualifications prescribed for direct recruits under para 8 and qualify in the departmental written test & typing test.
13.	If a DPC exists, what is its composition ?	DPC composition as per Rule 5(4) of A & N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008: 1. Secretary, Municipal Council - Chairman 2. Officer of the rank of Assistant Secretary or above (UD), A&N Administration - Member 3. Two experts to be nominated by Chief Secretary, A&N Administration - Member

14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule-I

### **Annexure to Schedule – I**

#### **The duties of the Lower Grade Clerk are as below:-**

1. to place all receipts on the Section Officer's table as and when received;
2. to submit to the officers concerned, files and receipts 'Dak Pads' for perusal at the dak stage as directed;
3. to bring to the notice of the Section Officer any papers cases which are not received back from the Officers to whom those papers cases were sent earlier at dak stage for perusal and return;
4. to enter receipts/cases to the Section Diary;
5. to distribute the receipt/cases to the Dealing Clerks to whom they have been marked, after obtaining the initials of the respective Dealing Clerks in the Section Diary itself;
6. to enter file number in para 7 of the Section Diary against each entry by noting them from the Day Books of the Dealing Clerks concerned;
7. to bring to the notice of the Section Officer, all entries in the Section Diary, against which file number could not be noted for want of information from the Dealing Clerks;
8. to maintain File Register up-to-date;
9. to maintain File Movement Register;
10. to maintain a list of address of the staff working in the Section Officer;
11. to prepare monthly indent for stationery articles and to arrange for its collection from the Stationery Clerk;
12. to arrange supply of stationery articles to the staff in the Section Officer through the Daftry/Peon;
13. to maintain proper maintenance of records kept on the Section;
14. to trace out old files/records as may be required by Dealing Clerks, with the help of Daftry/Peon attached to the Section/Office;
15. to maintain casual leave account of the staff working in the Section/Office under the personal supervision of the Section Officer;
16. to attend to routine typing and comparison work as may be required by the Section Officer;
17. to deal with routine receipt and files;
18. to keep Section/Office Library, if any, in proper order;
19. to maintain a Register of publications received in the Section /Office from time to time and to distribute them (including reference books) to the Staff/Officers as and when required;
20. to initiate action for preparation of Weekly Arrears Statements and Monthly Statement of cases pending disposal for over a month;
21. circulation of papers among the members of the staff in the Section/Office and its recording;
22. to maintain a list of Departments/Offices under the A&N Administration;
23. correction to reference books; and
24. to attend to such other items of work as may be entrusted by the Section Officer or Higher Officer.

#### **The Following are the duties of Lower Grade Clerk entrusted (Typist):**

25. to type all matters marked to him/her either in typewriter or by word processing in Computer;
26. to maintain work sheet in the prescribed form;
27. to report Section Officer regarding the position of unfinished work at the end of the day;
28. to observe the instructions issued from time to time for the guidance of typists;
29. in case the typing work are done in typewriter machine:
  - a. the machine should be thoroughly tested every morning before work commences.
  - b. the machine should be thoroughly dusted and all surplus oil wiped off and the types cleaned (with type brush), and
  - c. the typewriter should always be covered when not in use.
30. in case the typing work are done in Computer:
  - a. the monitor, key Board, CPU, UPS and Printer etc. should be thoroughly dusted every morning before work commences.
  - b. After Office hours, when the Computer is not in use, the Computer should be switched off properly and covered.

**SCHEDULE - II****RECRUITMENT RULES FOR THE POST OF TAX COLLECTOR IN  
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of post	<b>Tax Collector</b>
2.	No. of posts	37 posts 2011* *Subject to variation dependent on workload
3.	Classification	Group "C" (Municipal Services)
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200+GP Rs.1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under the Municipal Council Pension Rule, 1992 ?	Not applicable
7.	Age limit for direct recruits	Between 18-33 years for Male and 18-38 years for Female candidates (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/applications from candidates.
8.	Educational qualifications for direct recruitment	<b>Essential:</b> 1. Passed in Senior Secondary School Examination (XII <sup>th</sup> Std.) from a recognized Board/ Institution 2. Should qualify in a Written Test to be conducted by the Council/ Administration/ Recruitment Agency. <b>Desirable :</b> 1. Knowledge in Computer Application.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
13.	If a DPC exists, what is its composition?	DPC composition as per Rule 5(4) of A & N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : 1. Secretary, Municipal Council - Chairman 2. Officer of the rank of Assistant Secretary or above (UD), A&N Administration - Member 3. Two experts to be nominated by Chief Secretary, A & N Administration - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule-II

**Annexure to Schedule – II**

**The duties of the Tax Collector are as below:-**

1. to collect various Municipal Taxes from Ward and Nakas;
2. door-to-door collection of various Municipal Taxes;
3. to distribute bills notices pertaining to Municipal Taxes to the consumers/defaulters;
4. to maintain daily collection register;
5. to deposit revenue collect in daily to the Cashier of the Council with the approval of his higher authorities;
6. to inform the details of daily collection of taxes to the respective Ledger Clerk attached to Revenue Section;
7. to ensure that proper entries are made in the respective demand register;
8. to ensure that Municipal Taxes are collected strictly as per the provision contained in the respective bye-laws;
9. to ensure that notices are issued to defaulters;
10. to do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

\_\_\_\_\_